

## **PROPERTY MAINTENANCE WORKER I/II**

### Definition

Under general supervision, performs semi-skilled and/or fully experienced level facility maintenance and repair work.

### Distinguishing Characteristics

Property Maintenance Worker I - This is the entry level class in the Property Maintenance Worker series. Incumbents are assigned, with progressive difficulty, the full range of property maintenance and repair tasks. Work is initially monitored closely and incumbents receive on-the job training to familiarize them with the operation, maintenance and repair of large and complex municipal facilities.

Property Maintenance Worker II - This is the fully experienced level of the series assigned the full range of property maintenance and repair tasks. Work assigned is performed with a high degree of independence, and incumbents should be fully experienced in all areas of municipal facility repair and maintenance work. This class differs from the entry class of Property Maintenance Worker I in that the latter is not fully trained and requires more supervision. This class differs from Property Maintenance Leadworker, in that the latter has ongoing lead responsibilities.

### Typical Duties

(May include but are not limited to the following.)

Performs various semi-skilled to skilled tasks related to the routine operation and maintenance of heating and air conditioning equipment, plumbing, and minor electrical, carpentry, painting and general maintenance work.

Operates and makes minor repairs to air handling units, electronic and motorized doors, pumps, and fans.

May act as a helper to employees of higher skill or to craft workers (including painters) or assist craft journey level workers in the installation, renovation, repair, maintenance, remodeling or minor construction of a city-owned facilities and buildings.

Assembles, disassembles, arranges, moves and performs maintenance on office furnishings and equipment.

Maintains records of maintenance and repairs performed on equipment and buildings.

Operates various tools, shop and motorized equipment in the performance of maintenance and repair work.

May be required to work in high places from ladders, booms and lifts.

Performs minor emergency roofing repairs.

Performs minor welding repairs.

Performs various semi-skilled tasks in the renovation and remodeling of City owned buildings and facilities.

Performs related duties as required.

*Knowledge, Skills, Abilities*

(The following are a representative sample of the KSA's necessary to perform essential duties of the class)

Knowledge of the methods, tools and equipment used in building maintenance and repair work.

Knowledge of safe work practices.

Knowledge of the operation and minor maintenance of heating and cooling systems.

Knowledge and ability to maintain records of maintenance and repairs performed on equipment and buildings.

Skill in the safe operation and use of hand and power tools common to building maintenance and repair, including plumbing, minor electrical, mechanical, painting, carpentry, welding and related work.

Skill in the operation of various motorized equipment (tractors, forklifts, etc) used in the performance of maintenance and repair work may be required.

Ability to install, maintain, and repair plumbing, irrigation and drainage systems.

Ability to assemble, disassemble, arrange, move and perform maintenance on modular office furnishings.

Ability to diagnose problems and make minor repairs as needed.

Ability to work from high places from ladders, booms and lifts.

Ability to work from sketches, diagrams and blueprints.

Ability to perform minor carpentry, painting and construction work.

Ability to make minor mechanical and electrical repairs.

Ability to communicate effectively and to understand and follow oral and written instructions.

Ability to perform basic mathematic calculations.

Ability to establish and maintain effective working relationships with supervisors, fellow employees, and with others contacted in the course of work.

Ability to deal with the public in a courteous, cooperative manner.

Ability to perform the duties described under adverse weather conditions.

*Minimum Qualifications*

Property Maintenance Worker I:

One year of experience in building maintenance and repair, including electrical, plumbing, mechanical, painting and/or carpentry.

A Property Maintenance Worker I may be promoted to Property Maintenance Worker II after one year of experience and upon the recommendation of the appointing authority.

Property Maintenance Worker II:

One year as a Property Maintenance Worker I with the City of Fresno or two years of experience in building maintenance and repair, including electrical, plumbing, mechanical, painting and/or carpentry.

*Special Requirement(s)*

Possession of a valid California Driver's License at time of appointment.

APPROVED: \_\_\_\_\_  
Director

DATE: \_\_\_\_\_